

FORT RILEY ON-POST SCHOOL REQUEST

This portion is to be filled out by the Battalion/BCT Schools NCO or Civilian Training Coordinator.

Review the On-Post School Catalog for Information (Print/Type clearly)

Battalion: _____ School NCO Name: _____

Phone #: _____ FAX Number: _____

.....
Course Title: _____

Report Time: _____

Class Dates: _____

Location/Building Number: _____

Phone Number to the School/PCO: _____

What training cycle is the unit in during the class dates? _____

RED: _____ GREEN: _____ DUTY: _____ MAJOR EXERCISE: _____

To be filled out by the Soldier or Civilian Employee (Print or type clearly)

Last Name: _____ First Name: _____ MI: _____

SSN: _____

PAY GRADE: _____

PMOS: _____

DUTY POSITION TITLE: _____

ASSIGNED

UNIT/ACTIVITY: _____

SECURITY CLEARANCE: _____

How many months have you been assigned to Fort Riley: _____ ETS: _____

Have you been notified of a LEVY Assignment? _____

You must cancel your space if you are not attending!

APPROVAL SECTION:

Company Commander/Civilian Supervisor Approval: _____

BN S3 or Civilian Training Coordinator Approval: _____

BCT S3 Training Approval: _____

TO BE FILLED OUT BY THE SCHOOL/STAFF APPROVING AUTHORITY.

DATE OF THIS ACTION: _____ POC: _____ PHONE#: _____

School Approval: YES ---STAND-BY---DISAPPROVED REASON: _____

REMARKS: _____

Fax/e-mail a copy of this form back to the POC as listed above.

A class roster will be e-mailed to the 1st BCT/3rd BCT/937th ENG GP/USAG 24th ID/

Privacy Act Information: The information requested of you on this form is authorized by Title 5, USC 301 and Title 42, USC 410. Social Security Number (SSN) is required to ensure proper record annotation. The SSN will be used to input automated data into the Department of the Army database and local automated systems. Without the SSN, data may not be annotated in the correct record. Form will be destroyed by shredding or burning when no longer needed.

This Request is not to be used for the Commander/1SG Course due to Spouse Information Requirements.

**FR FORM 900-E
1 APR 04**

This form supersedes FR Form 900-E dated 2 Sep 02,